

**UNITED STATES DISTRICT COURT
FOR THE
NORTHERN DISTRICT OF ALABAMA
PROBATION OFFICE**

VACANCY ANNOUNCEMENT

Announcement No.: 2012-03

Date: June 11, 2012

**Title: U.S. Probation Officer
Investigative Unit**

**Classification Level: CL28
Salary Range: \$55,027 - \$89,481**

Location: Birmingham, AL

Location Expenses: Funds Not Available

Closing Date: June 22, 2012

Introduction

The U.S. Probation Office for the Northern District of Alabama is recruiting for a full-time U.S. Probation Officer position for current federal probation officers who wish to transfer. This will be considered a lateral transfer. A lateral transfer is considered a probation officer's current Classification Level (up to a CL 28) and Step from their current pay table to Pay Table 01. The agency is unable to match locality pay. The incumbent will perform presentence investigative duties.

Duties and Responsibilities

1. Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
2. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar issues.
3. Respond to judicial officers' request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

4. Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with the Mandatory Victims Restitution Act.
5. Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offender/defendant investigations.
6. Knowledge of, and compliance with, the Code of Conduct for Judicial Employees and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
7. Other duties as assigned.

Qualifications:

The incumbent must be a current U.S. Probation Officer in good standing. This includes consistent, high quality past job experience and performance. The incumbent must have a work history that demonstrates a knowledge of the roles and functions of the federal probation office, including knowledge of the legal requirements, practices and procedures used in probation and pretrial services. In addition, the incumbent must demonstrate effective communication skills and sound ethics and judgment, possess the ability to organize and prioritize work assignments, be able work independently with little supervision, and to work under pressure of short deadlines, have the ability to work harmoniously with others in a team-oriented work environment; be proficient in problem solving and identifying alternative solutions; and possess the ability to make timely and effective decisions.

Preferred Qualifications:

Preferred candidate must have documented experience preparing and completing federal sentencing guideline presentence reports. Although not required, a Master's degree in a field of study closely related to the position, and/or specific training or experience in the evidence based practices (EBP) related to offender change is preferred (e.g., knowledge of negotiation and motivation techniques).

Miscellaneous:

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, determines an officer is unable to perform the essential job functions as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on the officer may be examined.

Application Procedures:

Please send a letter of interest prior to the close of business on June 22, 2012, to the Chief U.S. Probation Officer, outlining experience as it relates to the stated duties, responsibilities, and preferred skills of this position. In addition, all candidates for this position must submit copies of their last two performance appraisals.

The requested information may be emailed, faxed or mailed to:

David A. Russell
Chief U.S. Probation Officer
Robert S. Vance Federal Building
1800 Fifth Avenue North, 2nd Floor
Birmingham, AL 35203

The U.S. Probation Office has the right to modify the conditions of this job announcement, withdraw the announcement or fill the position at any time, any of which may occur without prior written notice. Applicants selected for further consideration will be contacted.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER